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9 January 1958

MEMORANDUM FOR: Director of Training

FROM : Acting Chief, Plans and Policy Staff

SUBJECT : Weekly Activities Report #

A. COMPLETED PROJECTS

1. Review of Evacuation Plan

The DC/PPS reviewed evacuation plan [redacted]

[redacted]. There were no training implications.

2. Visit to AFSC

All administrative arrangements have been completed regarding the forthcoming trip to the Armed Forces Staff College on 12 January 1958.

3. Language Development Program

A completed draft of a handbook pertaining to the Language Development Program has been submitted to the Acting Director of Training. This handbook contains procedural information regarding the program and details concerning incentive and achievement awards.

4. Presentation at Naval Intelligence School

A memorandum of reply was prepared to the Director of the Naval Intelligence School accepting his invitation for [redacted] to address the postgraduate class on 6 March 1958.

B. PROJECTS IN PROCESS

1. Formal Training for PPS Employees

As a result of a review of training courses approved by the OTR Career Service Board, definite dates of enrollment have been established for training PPS employees.

2. Suggestion Program

Circulated suggestion received from Executive Secretary of Suggestion Awards Program to School and Staff Chiefs requesting

25 YEAR RE-REVIEW

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SUBJECT: Weekly Activities Report #1

comments on suggestion that OTR establish correspondence schools for Agency personnel stationed overseas. Deadline for OTR submission to the Executive Secretary has been changed in order that thorough study of the problem can be made.

3. Survey of Non-OTR Component Conducted Training

Courses conducted by the Office of Logistics and Office of the Comptroller are being audited.

4. Agenda for a Forthcoming DTR Meeting 25X1

As a result of the Staff review of CIA Regulation 25X1
pertaining to OTR's responsibilities, DTR has indicated that he desires that a meeting be held 25X1
during a weekend after his return consisting of all of the School and Staff Chiefs to discuss and resolve some problems poised. A draft agenda has been prepared for this proposed session.

5. Planning Conference

Arrangements have been made for a meeting with representatives of OSI and DD/P to discuss Agency requirements for scientific and technical training and Agency assets available to contribute to such a program.

C. MEETINGS ATTENDED

1. Support Services Planning Committee

The monthly meeting of the Support Services Planning Committee discussed Preliminary Estimates, status of war planning actions, and base planning. The meeting was informative on possible action. There was no completed action on any item.

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